

Imperial

'Good Companion'

Standard Model Portable Typewriter



INSTRUCTION BOOK

Imperial 'Good Companion'



MADE IN THE UNITED KINGDOM



BY APPOINTMENT
TYPewriter
MANUFACTURERS TO THE
LATE KING GEORGE V

Imperial Typewriter Co. Ltd.
Leicester, England

Service Depots and Agents in all principal cities throughout the world

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Foreword

This booklet is written with the express purpose of assisting users of the Imperial 'Good Companion' to obtain the best possible results from their machines.

We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of really good service.

We want you to consider the Imperial Typewriter Company Ltd. always at your service, and should you experience any difficulty in connection with either the operation of the machine or service, please be good enough to write to us, when we will give immediate attention to your requirements.



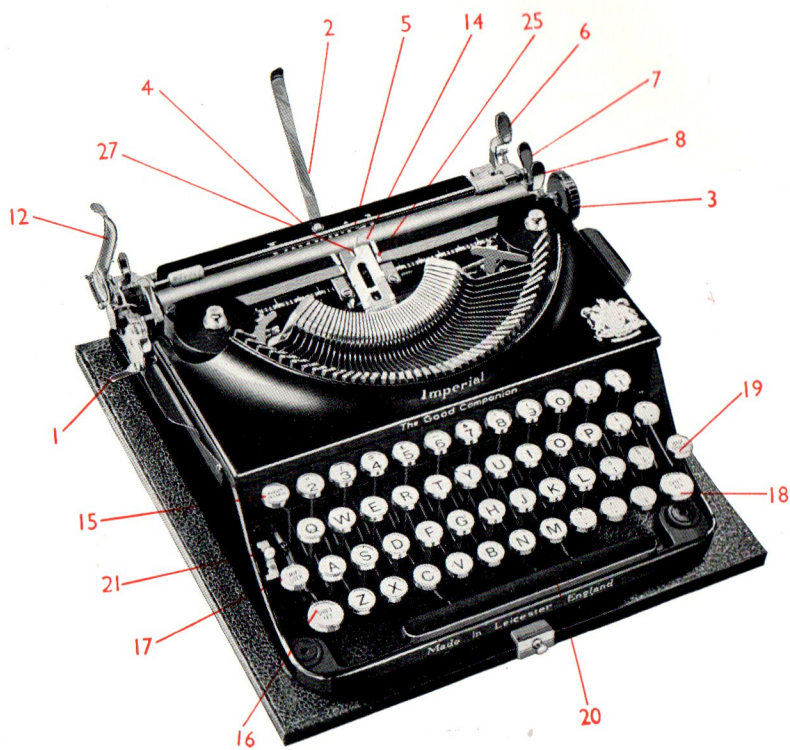


Fig. 1

Details of Features

referred to in the following instructions

- 1 Carriage Knob
- 2 Paper Supporting Arm
- 3 Platen Knob
- 4 Paper Table
- 5 Auxiliary Paper Feed
- 6 Auxiliary Paper Lever
- 7 Carriage Release Lever
- 8 Paper Release Lever
- 9 Margin Stop—left-hand
- 9A Margin Stop—right-hand
- 10 Margin Stop Rod with Numbered Scale
- 11 Platen Ratchet Release Lever
- 12 Line Space Lever
- 13 Line Space Adjusting Lever
- 14 Line Indicator and Card Holder
- 15 Margin Release
- 16 Shift Key—left-hand
- 17 Shift Lock
- 18 Shift Key—right-hand
- 19 Back Spacer
- 20 Space Bar
- 21 Colour Change and Stencil Lever
- 22 Left and Right Ribbon Spools
- 23 Left and Right Ribbon Spool Levers
- 24 Left and Right Ribbon Guide
- 25 Ribbon Centre Guide
- 26 Ribbon Reversing Stud
- 27 Type Bar Guide

HOW TO USE THE

Imperial 'Good Companion'

PORTABLE TYPEWRITER

REMOVING THE COVER

Place the machine flat upon the table, unlock the case, lift catch and push knob to the right, then lift top of case, slightly tilting it backwards.

UNLOCKING THE CARRIAGE

Latch No. 1, Fig. 1, engages in the left-hand side of the carriage. By drawing this latch towards you the carriage will be freed. Before replacing the machine in the case the carriage should again be locked by engaging this latch. As a precaution against damage in transit the carriage on all machines leaving the factory is also locked with a carriage locking pin. This is marked with a small green ticket and must be pulled out. It need not be used again as the latch previously mentioned is quite sufficient in ordinary use.

INSERTING THE PAPER

Place the paper in a central position on the paper table No. 4, Fig. 1. Turn platen knob No. 3, Fig. 1, away from you and the paper will feed through. Release auxiliary paper feed No. 5, Fig. 1, by depressing lever No. 6, Fig. 1, so that the paper feeds underneath: then turn the platen knob to the desired starting point.

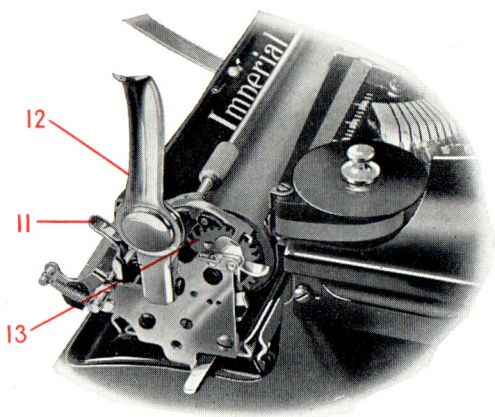


Fig. 2

ADJUSTING THE PAPER

If the paper has not been fed through correctly, it can be adjusted by drawing forward the paper release lever No. 8, Fig. 1. When the paper has been adjusted push back the paper release lever and the paper is held ready for typing. The use of the paper supporting arm No. 2, Fig. 1, will be found extremely helpful.

FIXING THE MARGIN

Stops 9 and 9A, Fig. 3, control the length of the writing-line, and it is necessary to set these in appropriate positions in accordance with the width of paper, envelope, etc., that is being used. By pressing the top of the margin stops Nos. 9 and 9A they will move freely along the rod to the desired position and will automatically lock when released.

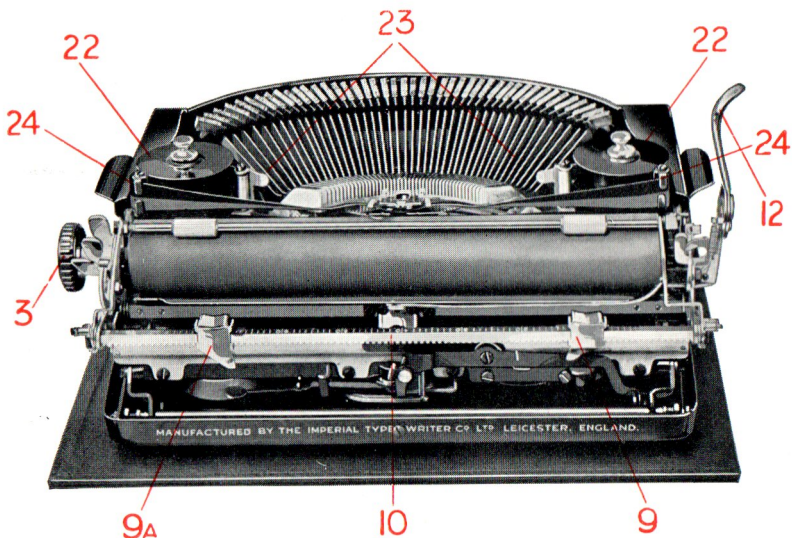


Fig. 3

LINE SPACING

On the left-hand side of the carriage is the line space lever No. 12, Fig. 2. This serves the dual purpose of returning the carriage to the starting point and of turning the paper ready for the next line of writing. The space between each line can be regulated to either single or double spacing. This is done by moving line space adjusting lever No. 13, Fig. 2, to the indicated number one or two.

WRITING ON LINES

This can be done by pushing the ratchet release lever No. 11, Fig. 2, backwards and by turning the platen knob until the line to be typed is visible over the edge of the line indicator No. 14, Fig. 1.

THE BELL

Just before you reach the end of the line the bell will ring. This means that you have seven more spaces to go before the key-levers automatically lock. If you depress the margin release No. 15, Fig. 1, it will enable you to type additional letters to finish a word, dependent upon the position of the margin stop.

RELEASING THE CARRIAGE

When you desire to move the carriage freely to any position, the carriage release lever and the paper release lever (Nos. 7 and 8, Fig. 1) are pressed together with thumb and forefinger. It is important that the carriage should again be stationary before releasing these levers.

SPACE BAR

By depressing the space bar No. 20, Fig. 1, the carriage will move one space from RIGHT to LEFT.

BACK SPACER

On the keyboard there is a key No. 19, Fig. 1, marked 'Back Spacer' which when depressed will return the carriage by the space of one letter each time it is operated.



Fig. 4

THE KEYBOARD

The Imperial 'Good Companion' is fitted with a standard 4-bank keyboard with the addition of a plus sign, asterisk, equals sign and figure nought, making 88 characters in all.

SHIFT KEY AND LOCK

To obtain capitals, one of the shift keys No. 16 or 18, Fig. 1, on left or right-hand side of the keyboard must be held down. When it is desired to write all in capitals, the key can be locked in that position by depressing the shift lock No. 17, Fig. 1. To release this lock, depress left shift key No. 16, Fig. 1.

TO RULE HORIZONTAL OR VERTICAL LINES

On the top edge of the Line Indicator No. 14, are two small recesses. To rule horizontal lines place pencil point in one of these recesses and move carriage endways, to rule vertical lines turn platen with turning knob.

TWO-COLOUR RIBBON

The Imperial 'Good Companion' is fitted with a two-colour ribbon device No. 21, Fig. 1, which enables you to type in one of two colours; for example, black-red, purple-red, green-brown, etc. By moving this lever the required colour can be obtained.

STENCILLING

By moving lever No. 21, Fig. 1, to the centre position it will disengage the ribbon and allow the type to strike directly on to the stencil it is required to cut.

CLEANING AND OILING

It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. We suggest that you take your machine at least once a year to an Imperial Agent or Service Depot for it to be thoroughly cleaned and oiled.

REPLACING THE COVER

Make sure that the shift-key is unlocked. When replacing cover, tilt lid slightly back, drop front, and the catch will snap fast.

HOW TO FIT A NEW RIBBON

By following these instructions, in conjunction with the diagrams on the opposite page, the fitting of a new ribbon is a simple operation.

Before commencing the operation observe closely how the old ribbon is threaded in the guide No. 25, Fig. 5, and, more important still, that you have a ribbon fitted on correct Imperial spools. 'Imperitype' ribbons are recommended—they are always fitted with the correct spool. Now wind all ribbon on one spool by turning the spool with the finger pressed lightly on the top of the spool near the edge. Next remove the full spool by swinging the ribbon spool lever No. 23, Fig. 5, out of the way. The spool can then be taken off.

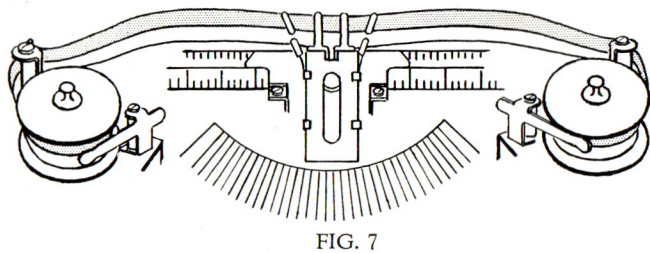
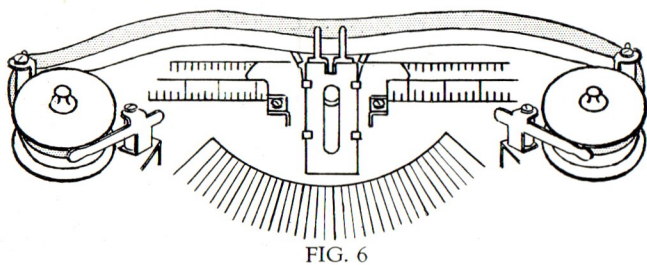
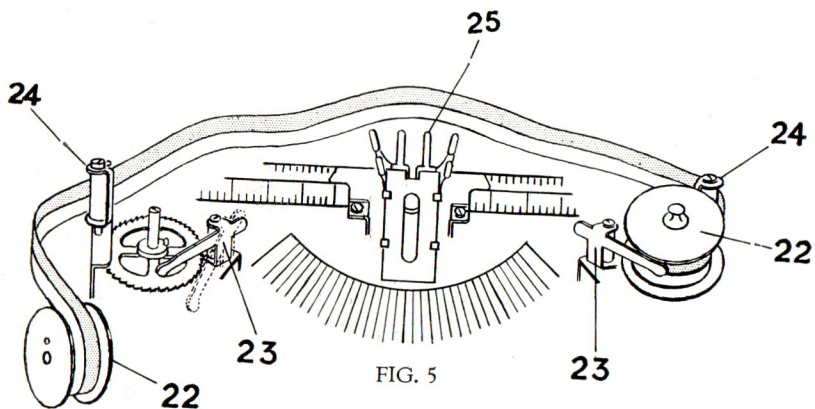
Now detach the end of the old ribbon from the empty spool remaining in the machine and attach the free end of the new one in its place. Take care to ensure that the black portion is uppermost and that there are no twists or kinks in the ribbon (Fig. 5). Drop the new full spool on to the other spindle, giving it a turn or two until you feel it engage with the driving pin. Make sure that the new ribbon comes off each spool correctly, *i.e.*, from the outer side in each case.

Now thread the ribbon through the right and left-hand ribbon guides (No. 24, Fig. 5) and finally through the centre ribbon guide (No. 25, Fig. 5). The whole system should now have the appearance shown in Fig. 7.

By means of the ribbon reversing stud No. 26, Fig. 4, you can cause the ribbon to wind from the full towards the empty spool. The machine is now ready for use and the ribbon will need no further attention until it is worn out and ready for replacement.

THE RIBBON REVERSE

No action whatever is necessary when the ribbon is fully wound on one spool; it will automatically change. There is a knob No. 26, Fig. 4, on the right-hand side by which the winding of the ribbon on either spool can be controlled.



A few useful reminders for the care of your

Imperial 'Good Companion'

Do not expose the Imperial to extremes of heat or cold, dryness or damp.

Clean the machine at least once a week. Use a dusting brush for the moving parts and a soft cloth for the enamelling and plating.

Clean the type each morning as a matter of routine, and ALWAYS before and after cutting a stencil. Lay a duster over the segment slots and brush the type from front to back—NOT sideways.

Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.

Never in any circumstances oil the type-bars.

Diagrams and instructions in this book should be followed carefully, particularly when changing ribbons.

Never erase above the type-bar segment; move the carriage to the extreme right or left, and blow dust away from the machine.

Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.

One final word: The Imperial Typewriter Company Ltd. and their Agents are at your service. If you have any difficulty with your "Good Companion" get into touch with them at once; they will be glad to help you.

Within **YOUR** reach



Always remember that there is an Imperial Agent within easy reach—in most cases you'll find him under 'Imperial' in your telephone directory. He will always be pleased to give you expert advice on your machines and has factory trained mechanics to give the most efficient service. In the following pages will be found a list of Imperial Agents in all principal cities and towns throughout the world.

Imperial

THE MOST COMPLETE TYPEWRITER SERVICE

IMPERIAL AGENTS AND BRANCHES

Imperial Agents and Branches are established in all the principal cities and towns throughout the world. They are equipped to give complete information in connection with Imperial products and to afford all facilities for demonstration. Remember always that there is an Imperial agent within easy reach who is able to give you expert advice on your typewriter. Every Imperial agent gives full Imperial service and is backed by the most up-to-date typewriter factories in the world.

HOME AGENTS

| | | | |
|--------------------------|----------------------------------|-----------------------------------------|-----------------|
| Aberdeen | C. H. Webster Ltd. | 489 Union Street | Tel. 26381 |
| (Branch) | " " | 11 Queensgate, INVERNESS | 400 |
| (Branch) | " " | 167 High Street, ELGIN | 7146 |
| Ashford | Geerings of Ashford Ltd. | 80 High Street | 644 (2 lines) |
| (Branch) | " " " | 58 London Road, DOVER | 537 |
| (Branch) | " " " | 2 Station Road, MAIDSTONE | 3523 |
| (Branch) | " " " | 60 Lowfield Street, DARTFORD | 3875 |
| (Branch) | " " " | 34 High Street, WYE | 71 |
| Ayr | Stephen & Pollock Ltd. | 37 Sandgate, 61 & 68 Newmarket St. | 2150 |
| Bangor | (See CHESTER) | | |
| Barrow-in-Furness | Commercial Office Equipment Ltd. | 73 Duke Street | 1583 |
| Bath | Office Efficiency (Western) Ltd. | 16 Argyle Street | 4598 |
| Belfast | J. A. Irvine Ltd. | 2 College Square North | 28536/7 |
| Birmingham | Barlows of Birmingham Ltd. | 113-115 Edmund Street Central | 3727 (4 lines) |
| (Branch) | " " " " | 9-10 Salop Street, WOLVERHAMPTON | 25462 |
| Bolton | Maxwell, Jones & Co. | 37 Mawdsley Street | 1082 |
| Bournemouth | Guarantee Typewriters Ltd. | 2 The Triangle | 6222 (2 lines) |
| (Branch) | " " " | 8 Wicker Hill, Fore St., TROWBRIDGE | 2670 |
| (Branch) | " " " | 67 Castle Street, SALISBURY | 3514 |
| (Branch) | " " " | 14 King Street, WEYMOUTH | 1276 |
| Bradford | (See LEEDS) | | |
| Brighton | Mayfields (Typewriters) Ltd. | 30 Duke Street | 25513 |
| Brighton | (See PORTSMOUTH) | | |
| Bristol, 1 | Imperial Typewriter Agency | Office Equipment House, 9 Broad Quay | 22225/6 |
| Burnley | The Burnley Typewriter Co. Ltd. | 81 Manchester Road | 3861 |
| Burton-on-Trent | Tresises Office Equipment | 38 Union Street | 2097 |
| Cambridge | John Moore & Beeson Ltd. | 9, 11 and 12 Pembroke St. | 2533 & 58014 |
| (Branch) | " " " | 35 Upper George Street, LUTON | 2705 |
| (Branch) | " " " | 14 North Street, PETERBOROUGH | 4810 |
| Cardiff | B.T.D. (Office Equipment) Ltd. | Imperial House, Church St. | 31251 (3 lines) |
| (Branch) | " " " " | 26 Skinner Street, NEWPORT | 3886 |
| Carlisle | Carlisle Typewriter Co. Ltd. | 9-11 Friars Court | 22503 |

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|------------------------|-------------------------------------------------|--------------------------------------------------|-------------------------|
| Chelmsford | (See IPSWICH) | | Tel. |
| Cheltenham | Leicester Typewriter Co. Ltd. | 99 Promenade | 52705 |
| (Branch) | " " " | 57 Foregate Street, WORCESTER | 6063 |
| (Branch) | " " " | St. Owen's Chambers, St. Owen's Street, HEREFORD | 3908 |
| (Branch) | " " " | 2a Clarence Street, GLOUCESTER | 25117 |
| Chester | Typewriter Exchange (Chester) Ltd. | 59 Bridge Street Row | 21979 |
| (Branch) | " " " | Masonic Buildings, High St., BANGOR | 284 |
| Coventry | Mills & Mills Ltd. | Trinity House, 33 Trinity Street | 64031 |
| Croydon | (See HORLEY) | | |
| Dartford | (See ASHFORD) | | |
| Derby | James Harwood Ltd. | Derwent Buildings, Derwent St. | 45686/7 |
| Douglas, I.O.M. | Isle of Man Examiner Ltd. | Hill Street | 204 |
| Dover | (See ASHFORD) | | |
| Dundee | T. M. Sparks & Son Ltd. | 91a Commercial Street | 3395 and 4710 |
| Ealing, W.5 | Middlesex Typewriter & Office Supplies Co. Ltd. | 86 South Ealing Road | Ealing 2631/2 |
| Eastbourne | Strange the Printer Ltd. | 58 Grove Road | 242 |
| Edinburgh | Leishman & Hughes | 44 George St. & 5 North Charlotte St. CALEDONIAN | 3752 (2 lines) |
| Elgin | (See ABERDEEN) | | |
| Exeter | William G. Jackson Ltd. | 125 Fore Street | 4661 |
| Falkirk | Typewriter Distributors Ltd. | 70 High Street | 928 |
| (Branch) | " " | 80 Townhead Street, HAMILTON | 1570 |
| Glasgow, C.1 | D. C. Gourlay Ltd. | Gourlay House, 4/6/8 John St. Bell | 4146/7/8 |
| Gloucester | (See CHELTENHAM) | | |
| Grimsby | (See LINCOLN) | | |
| Guildford | Biddles Typewriter Service | 164 High Street | 3255/6/7 |
| Halifax | (See HUDDERSFIELD) | | |
| Hamilton | (See FALKIRK) | | |
| Hanley | (See STOKE-ON-TRENT) | | |
| Hereford | (See CHELTENHAM) | | |
| Hertford | Creaseys of Hertford Ltd. | 10/12 The Arcade | 2377 |
| High Wycombe | Wycombe Typewriter Office | 5 Crown Lane | 425 |
| Horley | F. Smith & Co. (Redhill) Ltd. | Hereford House, Massetts Rd. | 1587/8 |
| (Branch) | " " " " | 35 London Road, REDHILL | 3571 |
| (Branch) | " " " " | 160 Cherry Orchard Rd., CROYDON | 2573 |
| Hounslow | (See KINGSTON-ON-THAMES) | | |
| Huddersfield | W. H. Hirst & Son | 18 Byram Street | 1661 |
| (Branch) | " " | 8 Cow Green, HALIFAX | 2841 |
| Hull | Lowthrop & Co. Ltd. | 3/5/7/9 West St. | Central 15520 (2 lines) |
| Inverness | (See ABERDEEN) | | |
| Ipswich | S. R. Batson Ltd. | 49 Butter Market | 51035/6/7 |
| (Branch) | " " | 81 London Rd., CHELMSFORD | 2144 |
| (Branch) | " " | 17b Prince of Wales Rd., NORWICH | 21165 |
| Jersey, C.I. | Collins Ltd. | 1/2 Vine St., Royal Square, St. HELIER | Central 1635 |

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| Kingston-on-Thames | Thames Typewriter Co. | | | | | | Tel. |
| (Branch) | " | " | " | | 179 London Road | KINGston 4447/8 | |
| | | | | | 429 Great West Rd., HOUNslow | HOUnslow 1558 | |
| Leeds, 1 | W. Harold Spink Ltd. | | | | 50 Albion Street | | 23006 |
| (Branch) | " | " | " | | 5 Manor Row, BRADFORD | | 26185 |
| (Branch) | " | " | " | | 15a King Street, WAKEFIELD | | 2140 |
| (Branch) | " | " | " | | Lendal Bridge, YORK | | 4504 |
| Leicester | Imperial Typewriter Co. Ltd. | | | | HEAD OFFICE, East Park Rd. 67801 (5 lines) | | |
| (Branch) | " | " | " | " | 5 Granby Street, LEICESTER | Granby 937/8 | |
| Letchworth | St. John Ryan (F. Green) | | | | The Arcade | | 170 |
| Lincoln | J. H. Todd & Sons Ltd. | | | | Todson House, Beaumont Fee | 11004/5 | |
| (Branch) | " | " | " | | 99 Victoria Street, GRIMSBY | | 3922 |
| Liverpool, 2 | United Typewriters Co. | | | | 163 Dale Street | Central 2212/3 | |
| London, W.C.2 | Imperial Typewriter Co. Ltd. | | | | 85 Kingsway | HOLborn 7354-5-6 & 9016 | |
| (SERVICE DEPT.) | " | " | " | " | 10 Herbrand Street, W.C.1. | | |
| | | | | | TERminus 9228 (3 lines) | | |
| Londonderry | McElhinney & Sheppard | | | | 3 Upper Magazine Street | | 3028 |
| Luton | (See CAMBRIDGE) | | | | | | |
| Macclesfield | (See STOKE-ON-TRENT) | | | | | | |
| Maidstone | (See ASHFORD) | | | | | | |
| Manchester | W. H. Preece & Co. Ltd. | | | | 14/27 Brown Street, DEANsgate 5081 (3 lines) | | |
| (SERVICE DEPT.) | " | " | | | 95 St. James Street | CENtral 3006 | |
| Middlesbrough | (See WEST HARTLEPOOL) | | | | | | |
| Newcastle-on-Tyne | British Typewriter Co. | | | | 78 Grey Street | | 28195 |
| (Branch) | " | " | " | | 11 Foyle Street, SUNDERLAND | | 2610 |
| Newport | (See CARDIFF) | | | | | | |
| Northampton | Chisholm Billingham & Co. | | | | 19/23 The Arcade | | 596 |
| Norwich | (See IPSWICH) | | | | | | |
| Nottingham | J. & H. Bell Ltd. | | | | Carlton Street | | 43568/9 |
| (Branch) | " | " | " | | 22 Victoria Street | | 44962 |
| Oxford | Hunts (Oxford) Ltd. | | | | 45 St. Giles | | 47683 (2 lines) |
| Peterborough | (See CAMBRIDGE) | | | | also 18 Broad Street | | |
| Plymouth | Excel Typewriter Service | | | | 11 Green Street | | 63523 |
| (Branch) | " | " | | | 1 Cathedral Lane, TRURO | | 2458 |
| Portsmouth | W. H. Barrell Ltd. | | | | 24 Elm Grove, Southsea | 2439 (2 lines) | |
| (Branch) | " | " | | | 35 Commercial Rd., PORTSMOUTH | | 2223 |
| (Branch) | " | " | | | 68 Portswood Rd., SOUTHAMPTON | | 55708 |
| (Branch) | " | " | | | 102 Western Road, Hove, BRIGHTON | | 34412 |
| (Branch) | " | " | | | 44 Castle Street, SALISBURY | | 3592 |
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| Reading | Reid's Typewriter Service Ltd. | | | | 39/40 Market Place | | 3296 (2 lines) |
| Redhill | (See HORLEY) | | | | | | |

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| Salisbury | (See BOURNEMOUTH) | | Tel. |
| Sheffield | S. Clough Ibbotson & Co. | 13/15 Howard Street | 21547 and 22475 |
| | Frank Bold Ltd. | 71 Norfolk Street | 27555/6 |
| Shrewsbury | (See STAFFORD) | | |
| Slough | Universal Typewriter Co. Ltd. | 25 & 29a High Street | 21269 (2 lines) |
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| Southsea | (See PORTSMOUTH) | | |
| Stafford | European Office Equipments Ltd. | European House, Eastgate | 1382/3 |
| (Branch) | " " " | European House, Wyle Cop, SHREWSBURY | |
| (Branch) | " " " | Factory Estate, Tame Bridge, WALSALL | 2541 |
| | | | 5081 |
| Stoke-on-Trent | Bullock & Bosson Ltd. | 15 Goodson Street, HANLEY | 21646 (3 lines) |
| (SERVICE DEPT.) | " " " | Meigh Street, HANLEY | |
| (Branch) | " " " | 1/3 Church Street, MACCLESFIELD | 5145 |
| Sunderland | (See NEWCASTLE) | | |
| Swansea | Robert Kerr | Imperial House, 30 Alexandra Rd. | 55471 |
| Taunton | (See WESTON-SUPER-MARE) | | |
| Trowbridge | (See BOURNEMOUTH) | | |
| Truro | (See PLYMOUTH) | | |
| Wakefield | (See LEEDS) | | |
| Walsall | (See STAFFORD) | | |
| Watford | Hertford Typewriter Service Ltd. | High Street. | 7226 (2 lines) |
| West Hartlepool | Wm. Barlow & Son Ltd. | Park Road | 2154/5 |
| (Branch) | " " | 71/73 Linthorpe Rd., MIDDLESBROUGH | 3330 |
| Weston-super-Mare | Phillput (stationers) Ltd. | 44 The Boulevard | 3706/7 |
| (SERVICE DEPT.) | " " " | 29 High Street, TAUNTON | 3916 |
| Weymouth | (See BOURNEMOUTH) | | |
| Wolverhampton | See BIRMINGHAM) | | |
| Worcester | (See CHELTENHAM) | | |
| Wye | (See ASHFORD) | | |
| York | (See LEEDS) | | |

OVERSEAS AGENTS

| | | |
|----------------------------|--------------|-----------------------------------------------------------------------------|
| ADEN | | Dinshaw, Cowasjee & Company, Steamer Point. P.O. Box 1239. |
| AFRICA (British East) | | See under Kenya, Tanganyika, Uganda, Zanzibar. |
| AFRICA (British West) | | |
| Travelling Representatives | Gold Coast | W. F. Clarke (Gold Coast) Ltd., P.O. Box 813, Accra. |
| | Nigeria | W. F. Clarke (Nigeria) Ltd., P.O. Box 857, Lagos. |
| | Sierra Leone | W. F. Clarke (Sierra Leone) Ltd., P.O. Box 18, Freetown. |
| | | See also Gold Coast, Nigeria, Sierra Leone, Togoland. |
| ANGOLA | Luanda | Robert Hudson & Sons Pty Ltd. Caixa Postal 1210. |
| | Lobito | Robert Hudson & Sons Pty Ltd. Caixa Postal 101. |
| ANTIGUA (B.W.I.) | St. Johns | Stephen R. Mendes Ltd., The Colonial House, 18 Thames Street. P.O. Box 120. |
| ARGENTINA | Buenos Aires | Compania la Camona. 39 Maipu 43. |
| | Mendoza | Compania la Camona, Jose Vicente Zapata 227. |

| | | |
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| ARUBA (N.W.I.) | Aruba | C. H. G. Eman, Oranjestad. |
| AUSTRALIA | Sydney (N.S.W.) | Dobell Pty. Ltd., 29 Reiby Place P.O. Box 3828. (Telephone B.U. 1056—5 lines). |
| | Newcastle (N.S.W.) | Johnson & Hey, 37 Hunter Street. |
| | Melbourne (Victoria) | George Raitt & Co. (Pty.) Ltd., 15 McKillop Street (Telephone MU. 7051—6 lines). |
| | Adelaide (S.A.) | Holdsworth & Co. (Pty.) Ltd., 51 Grenfell Street. (Telephone W. 4881) |
| | Brisbane (Queensland) | Dobell (Qld) Pty. Ltd., 522 Queen Street. (Telephone B. 1806—4 lines). |
| | Perth (W.A.) | Burridge & Warren Ltd., 69 King Street. (Telephone B. 7145-7—3 lines). |
| | Hobart (Tasmania) | J. C. McPhee (Pty.) Ltd., 99 Collins Street. (Telephone B. 1145). |
| | Launceston (Tasmania) | James Dunstan & Co., 69 George Street. |
| | Canberra (A.C.T.) | Dobell (Pty.) Ltd. |
| BAHAMAS (B.W.I.) | Nassau (N.P.) | Moseley's Ltd., Public Buildings Square, P.O. Box 657. (Telephone 2128) |
| BAHRAIN | Manama | Moayyed Ahmed Al-Moayyed, P.O. Box 21. (Telephone 434). |
| BARBADOS | Bridgetown | Stokes & Bynoe Ltd., P.O. Box 401. (Telephone 2127.) |
| BELGIAN CONGO | Leopoldville | La Mecanographie, D. Sarfati, 6B Avenue Cercel, P.O. Box 261. (Telephone 2340-1). |
| | Elisabethville | La Mecanographie, D. Sarfati, Bat P.E.K. P.O. Box 1634. |
| | Stanleyville | La Mecanographie, D. Sarfati, Avenue Winston Churchill, P.O. Box 862. |
| BELGIUM | Brussels | "S.I.D.M.A.C.", 11 rue des Paroissiens. (Telephone 11.59.72-11.59.73). |
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| | Sao Paulo | Casa de Maquinas John Roger Ltda., Rua Alvares Penteado 205. |
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| | Edmonton (Alberta) | Office Control Systems, 9656 Jasper Avenue. |
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